



EMPLOYABILITY CURRICULUM PLAN 2020/2021

WEEK	KEY STAGE 3
1	1. Understand how mindset can improve employability
2	1.1 State what mindset qualities are attractive to employers
3	1.2 Identify what qualities they already have
4	1.3 Outline why honesty, commitment, flexibility and accountability are key qualities to employers
5	1.4 Give examples of when they have been honest, committed, flexible and accountable
6	1.5 Outline how own mindset qualities could affect their employability
7	1.6 Identify actions to improve own mindset qualities
8	1. Know how to prepare for an interview
9	1.1 Recognise what type of information would be useful to have before the interview, including how to ensure they arrive at a suitable time
10	1.2 Describe what the interviewers will be expecting with regard to: • punctuality • dress sense • behaviour • language use
11	1.3 Produce a pack of useful and relevant information that will help them prepare
12	2. Know how to conduct themselves in an appropriate manner in a job-related interview
13	2.1 Demonstrate appropriate dress sense and punctuality to help make the right first impression
14	2.2 Perform in an effective manner showing they can: • demonstrate speaking and listening skills by answering questions appropriately • be respectful and polite
15	3. Know how to review their interview performance
16	3.1 Identify own strengths from the feedback
17	3.2 Identify areas for improvement and give an example of how they will develop these skills
18	1. Know the type of information usually asked for in job applications
19	1.1 Identify the type of information usually requested in a straightforward job application
20	1.2 Create a folder of the information they will need for a job application ensuring that it is accurate and up to date
21	2. Understand how a straightforward job application form should be completed and an accompanying letter written
22	2.1 Complete a straightforward job application form accurately
23	2.2 Write an accompanying letter to send to an appropriate person, showing they can: • select an appropriate format • address and date it appropriately • use an appropriate style of language • check the letter for mistakes and accuracy
24	1. Understand the characteristics of good team working
25	1.1 Identify 2 characteristics of a good team
26	1.2 Give a reason why each of these characteristics improves team performance

27	2. Understand and demonstrate own strengths and role in a team
28	2.1 Identify own strengths and role within a team
29	2.2 Give an example of using own strengths within a team
30	3. Be able to recognise and value the contribution made by others in a team
31	3.1 Identify the strengths others can bring to a team
32	3.2 Give real examples of the contribution made by others in a team
33	4. Be able to participate in a team
34	4.1 Identify the goals that a particular team they are a member of has set
35	4.2 Carry out their own role and responsibilities within their team effectively
36	4.3 Be supportive of other team members
37	4.4 Be receptive to others' views within the team
38	4.5 Review their own performance in the team and suggest ways they can improve in future
39	Review of the year and Units 1-4